

Meeting Summary
Delaware Geographic Data Committee
February 25, 2000
Room 112 - Tatnall Building

Attendance List:*

Vincent Rucinski – DelDOT	Sally Brady – USGS
Steve Gardner – DEMA	Michael Townsend – DE SHPO
George Yocher – DHSS	Ed McNeeley – DDL
David S. Hugg, III – Office of State Planning Coordination	Howard Lowell – Archives
Michael B. Mahaffie – Office of State Planning Coordination	Margie Duranko – Kent County
Dorothy Morris – Office of State Planning Coordination	Greg Hughes – State Personnel
Dennis Murphy – DNREC	Reed MacMillan – Kent County Planning
Sandy Schenck – Delaware Geological Survey	Michael Ward – Kent County Planning
Tim Westbrook – New Castle County	Alex Settles – U of D
Debbie Sullivan – DNREC	Vince Sakovich – DEMA
Don Blevins – WILMAPCO	Kevin Wright – DE Ins. Comm. Office.
Jeff Bergstrom – City of New Castle	Bob Moses – DSP
Miriam Pomilio – DNREC, Parks	Peter Owusu-Donkor – Kent MPO
Bill Press – Gannett Fleming	Alisah Swain – DSCYF
	Carol Jones – Insurance
	David Beattie – City of Wilmington
	Eric Swanson – EIS

Welcome and Introductions

Mike Mahaffie led a quick, “round the room,” set of introductions, explaining that some members may be new to the group. Each attendee identified who they were and where they were from.

Mike announced that SMAC had not met before this meeting and asked if anyone had information on new systems that were in the works:

- OSPC - Mike stated that he was close to completing municipal boundaries data for all municipalities in the State of Delaware and that the data files and metadata have been posted. Mike noted that, as all municipalities are required to notify the OSPC of annexations, he will be maintaining this file. It was asked where the information was derived from. Mike stated that it was derived from a number of sources ranging from parcel data to meeting with town mayors and managers. Sandy asked if Mike was publically claiming to take responsibility for this data. Mike stated that he was responsible for the data and maintaining it but that what he has on file are not legal boundaries. Legal boundaries can be found in the charter of each town.
- Bob Seaberg stated that the Mr. Sid Ortho photos are ready. He stated that he was unsure if Cape Henlopen was included but he would make sure it was before any were sent out. Mr. Seaberg stated that the CD contained all the orthos by quad and that the viewer was also on the CD. He stated that it would be on the web but he was unsure of the timeframe.

E-Government Initiative

Ed McNeeley, of the Division of Libraries and a member of the state’s E-government initiative stated that Delaware is clarifying its view on how it will conduct business on the internet. Mr. McNeeley gave a brief description of his background and how he came to be employed with the State of Delaware. He stated that

* This list is based on the sign-in sheets filled in at the meeting. If you remember someone who was there whom we missed, please let us know. In addition, we may have hideously disfigured the spelling of your name (unless you have meticulous handwriting). If we have, please inform us, and forgive us, and we’ll correct our error.

e-government and e-commerce were the same thing. He stated that e-commerce does not only mean the exchange of money - it can also mean the exchange of ideas.

Ed stated that the Governor has signed Executive Order #77 (attached) which creates an electronic government steering committee. He went over the membership for the steering committee but stated that others would be invited to participate in meetings.

Ed noted that, once the new archives building is complete, there will be an area within the research area that will be linked to all state information.

Sandy asked if anyone had a policy that what their offices release to the public. He stated that his office had a lot of data but no policies are in place regarding what data will be released over the internet. Ed stated that all agencies are bound by State policies. Ed stated that equipment has been made available to Graphics and Printing so that an electronic file can be made on anything that is copied and then the electronic file can be put into PDF format and made available with very little effort. Sandy asked if they had considered using his equipment even if multiple copies were not needed. Ed stated that they were working on that and hoping to make it available soon. It was asked if the equipment could handle anything larger than 8.5 X 11. Ed stated that 11 X 17 is about the largest it can handle right now.

Ed stated that metadata is also being done on these documents.

It was asked what the Government Information Center and the Steering Committee had to do with local governments. Ed stated that, according to legislation, there is no difference between state publications and local publications and every government should be sending copies of publications to the archives.

Tim Westbrook asked if Ed's office was going to be developing standards for the local governments or should the local governments be included in the conversations. Ed stated that local officials should definitely be included in the conversations.

Ed stated that the largest issue facing the libraries was that the PC's have to be secured; therefore those using the PC's won't be able to do everything in every format and information will have to be kept in simple formats.

It was asked if there will be a legal person available to filter out data that goes through graphics and printing but should not be made available to the public. Ed stated that they are only transferring documents that are for public distribution at this point. Ed stated that graphics and printing does not have to send a document to the library and once they do send a document that document goes behind a fire wall until it is reviewed by Ed or his staff and then they pull it into the library manually so that sensitive information does not get into the library.

It was asked if the executive order requires State agencies to establish policies about what is published for the public. Ed noted that, according to the code, if you publish a document and it does not meet the requirements needed to keep it private, it must be available to the public.

Ortho Photos

Tim Westbrook led a discussion about possible future funding for aerial photography. This discussion summarized recent discussions among DGDC members as an outgrowth of the Cadastral Data Committee.

It is clear that local governments need aerial photos that have a tight enough focus to support their cadastral mapping efforts; some state agencies also need tighter focus.

The small group made a recommendation to the larger DGDC that the state pursue a schedule of photography that would yield regular orthos at a "1 to 200" scale statewide, with a tighter 1 to 100" scale for more developed areas. Early cost estimates put the project between 1 and 2 million dollars.

Tim stated that his hope is that DGDC would make a formal request to put funding in FY 2002 budget. He stated that it needs to be in the operating budget so that the State can get on a regular update cycle.

A motion was made by Tim Westbrook that the staff of the Office of State Planning Coordination go before the CCSPI and ask for the money to do the ortho photos. Tim noted that funding should be procured and that there should be an agency responsible for making sure it is in the operating budget for 1 flight every three years. This motion was seconded by Sandy Schenk.

DISCUSSION ON MOTION: Alex asked if the tighter focus was needed for parcel mapping. It was stated that that it was but it was also needed for other reasons. Alex stated that when the presentation is made to the Cabinet Committee on State Planning Issues it should be explained why this resolution is needed.

It was discussed that a presentation to the Cabinet Committee on State Planning Issues should be drafted and then brought back to DGDC for approval. Dave Hugg stated that he would like to see a pot of money set aside each year for planning information such as ortho photos or digital soils mapping, etc.

Dennis Murphy asked that color photos be considered and that the whole state be done at one time.

Mike stated that the ortho group would need to meet and make decisions on what to ask for.

Tim amended his motion to state that the ortho group should draft a presentation and request for funds to be brought back to DGDC for approval before taking it to the CCSPI. This motion was seconded by Sandy Schenk and unanimously agreed to by all members present.

Sandy made a recommendation that a subcommittee be formed to discuss data sharing issues. He felt that OIS and someone from the e-government committee should be on the subcommittee. It was stated that there should also be a representative from the AG's office and that person should be familiar with the FOIA and copyright laws.

Mike asked if Howard would help lead this group. Howard agreed and Mike Mahaffie, Debbie Sullivan and Bob Seaberg all volunteered to be on this committee.

County Cadastral Data

Tim Westbrook reported that New Castle County is in the final QA/QC process. Some cadastral data is already in use and is informally available. The data should be officially available this year.

Margie Duranko, reported that Kent County has completed the digitizing of 600 of the 657 maps that make up the County's cadastral universe and that she hopes to have this phase of the project completed by late spring.

Road Attributes

Bob Moses, of the Delaware State Police, introduced the project, which was an outgrowth of the Real Time Crime Mapping Project. He introduced representatives from Enterprise Information Solutions (EIS), which has been working on the project.

The EIS representative stated that they had completed phase one of three for DSP. The first phase was to do the centerline work for Kent and Sussex County. The second phase will be to do New Castle County. The third phase will be to develop a geocoding service. He stated that they worked with DelDOT to get the geometry and then got the attributes from the County. He then discussed how the geocode system would work.

He stated that this is all proposed at this point and the the maintenance of the system still has to be worked out.

DNREC On-line Mapping

Dennis Murphy gave a presentation on a GIS database designed to serve as an index to sites of interest to the various branches of DNREC (Leaking Underground Storage Tanks, Sampling sites, permitted discharges, etc.) It is designed to provide a single site for access to locational information on sites identified in all DNREC programs.

This database identifies parks, landfills, picnic areas, wetlands, etc. and gives contact information for all sites. Dennis stated that there are currently 7,000 sites loaded and that metadata has been written.

Dennis stated that this would be used for such purposes as to find sources of metals in a specific well in Sussex County.

GIS 2000 Conference

Alex Settles stated that the preliminary date for the conference is November 15, 2000 in Dover. Alex stated that it will be an all day conference and vendors will be on hand. Conference centers are still being identified.

Alex stated that he needs help in updating address files for who should be invited. If anyone has people they would like to be notified please let Alex Settles know.

Wrap Up

The next SMAC meetings will be held on April 20th, most likely at the University of Delaware. The next DGDC meeting will be on May 19th. There was a brief discussion about the possibility of having that meeting somewhere in Sussex County.

It was noted that there is a Electronic Records Conference at the Sheraton on April 6, 2000.

Being no further business, the meeting was adjourned.

EXECUTIVE ORDER
NUMBER SEVENTY-SEVEN

TO: HEADS OF ALL STATE DEPARTMENTS, AGENCIES, AUTHORITIES AND
GOVERNMENTAL UNITS OF THE STATE OF DELAWARE

RE: CREATING THE ELECTRONIC GOVERNMENT STEERING COMMITTEE

WHEREAS, the State of Delaware is committed to enhancing the delivery of services and providing taxpayers and citizens with information about their government;

WHEREAS, through the rapid proliferation of access to the Internet, citizens can more easily access needed information at little or no cost, and may take advantage of Internet-based transactions with businesses and government;

WHEREAS, the Internet holds enormous potential for simplifying and enhancing service delivery and information sharing with citizens, and reducing the cost to taxpayers associated with such activities;

WHEREAS, the State of Delaware has made significant progress to date in providing citizens with access to information and in providing services through the use of Internet-based technologies; and

WHEREAS, to build on the successes achieved to date, and to coordinate efforts to improve Internet-based service delivery by Delaware State agencies, a coordinating body needs to be appointed to provide leadership and direction across state agencies.

NOW, THEREFORE, I, Thomas R. Carper, by virtue of the authority vested in me as Governor of the State of Delaware, do hereby order and declare the following:

1. An "Electronic Government Steering Committee" (hereinafter referred to as the Committee) shall be established to provide leadership, direction and coordination for the State of Delaware in providing State services and information through the Internet.

- A. The Committee shall have the following membership:
 - (i) The Secretary of State;
 - (ii) The Secretary of the Department of Finance;
 - (iii) The State Budget Director;
 - (iv) The Director of the Office of Information Services;
 - (v) The Delaware State Treasurer;
 - (vi) A representative of the Office of the Governor; and,
 - (vii) Others as the Governor shall deem appropriate.
 - B. The Chair of the Committee shall be selected by the Governor, and shall serve at the pleasure of the Governor.
2. The Committee shall have the following duties and responsibilities:
- A. Identification of both short and long-term projects to enhance state service delivery and information exchange through the use of the Internet;
 - B. To work with agency personnel to implement, to the extent practicable within current budget constraints, identified short-term projects before the close of calendar year 2000;
 - C. To develop and promulgate standards to be adhered to by State agencies in the use of the Internet for service delivery and information exchange by state agencies; and,
 - D. To issue a report no later than December 15, 2000 summarizing the steps taken by the Committee during calendar year 2000, and identifying areas where the state can improve its use of Internet-based technologies to enhance service delivery and information exchange.
3. An "Electronic Government Project Director" (hereinafter referred to as the Director) shall be appointed by the Committee.
4. The Director shall have the following duties and responsibilities:
- A. To ensure that projects identified by the Committee are competed in a timely fashion;
 - B. To assist in the development of standards for use by State agencies in developing Internet based services; and,
 - C. To report to the Committee on the regular basis regarding the progress of identifies projects.

5. The provisions of this Order shall be effective immediately.

Approved this ____ day of February 2000.

Governor

Attest:

Secretary of State